

# STAFF RECRUITMENT POLICY

<b>Proprietor</b>	Global Village Learning Ltd (ABN 52 090 773 470)
<b>School</b>	Global Village Learning, New Gisborne Campus
<b>Policy owner</b>	Board of Directors
<b>Responsible officer</b>	Principal, with Campus Lead for day-to-day implementation
<b>Date adopted</b>	September 2024 (reviewed March 2026)
<b>Review cycle</b>	Every two years
<b>Next review</b>	March 2028
<b>Regulatory context</b>	Ministerial Order No. 1359 (clauses 6, 10); Worker Screening Act 2020 (Vic); Education and Training Reform Act 2006 (Vic); Privacy Act 1988 (Cth); Equal Opportunity Act 2010 (Vic)

## 1. Purpose

Global Village Learning (GVL) only engages people who are suitable to work with young people at the school, and has developed and implemented child-safe human resources practices accordingly.

This Policy sets out the recruitment, screening, induction, supervision and ongoing assessment practices that apply to all staff and volunteers engaged in child-connected work at GVL, consistent with the requirements of Ministerial Order No. 1359 clause 10.

## 2. Scope

This Policy applies to:

- all Guides (including casual relief Guides)
- all staff other than Guides, including contracted service providers
- all volunteers
- all members of the governing authority engaged in child-connected work.

All Guides employed by GVL are required to hold Victorian Institute of Teaching (VIT) registration. As part of VIT registration, Guides are required to apply for and maintain a Nationally Coordinated Criminal History Check (NCCHC). In view of the NCCHC held through VIT, Guides with current VIT registration are exempt from holding a separate Working with Children Check under section 30 of the Working with Children Act 2005 (Vic). All other staff and volunteers are required to hold a current Working with Children Check (WWCC).

All staff and volunteers are instructed on GVL's child safety and wellbeing policies, and are expected to comply with GVL's child safety culture and to actively minimise the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with GVL's child safety and wellbeing policies and procedures.

## 3. Definitions

- Staff: individuals engaged by GVL directly or as contracted service providers, whether or not an intermediary (such as a body corporate) is involved.

- Volunteers: individuals who perform work for GVL in the school environment without remuneration or reward.
- Child-connected work: work authorised by the governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.
- Child-related work: as defined in section 9 of the Worker Screening Act 2020 (Vic), voluntary or paid work that usually involves direct contact with a child, in the occupational categories listed in the Act.

#### **4. Child-safe recruitment practices**

At GVL we are committed to ensuring that our recruitment practices create a safe environment for our young people. We have established policies and procedures for recruiting employees and volunteers, and for assessing their suitability to work with children.

Our recruitment processes are designed to select appropriate staff and volunteers, and to assess their suitability to work at GVL and with children.

Each job description for staff and volunteers involved in child-connected work (those persons with direct contact with children that is regular and not incidental to the work) has a clear statement that sets out the requirements, duties and responsibilities regarding child safety and wellbeing for that role, and the occupant's essential or relevant qualifications, experience and attributes in relation to child safety and wellbeing.

All applicants for child-connected work at GVL are informed about these requirements and GVL's child safety and wellbeing practices, including the Child Safety Code of Conduct, prior to commencing work (including as a volunteer).

Once employed or engaged, staff and volunteers are taken through an induction procedure that is appropriate to the nature of their role, and that reiterates the person's duties and responsibilities regarding child safety and wellbeing. The induction procedure covers the Child Safety Code of Conduct and the Complaints and Grievance Policy (including its incorporated procedures for responding to complaints about child abuse).

All staff and volunteers are made aware of and are required to annually confirm compliance with the Child Safety Code of Conduct and relevant child safety and wellbeing policies prior to commencing their work with young people. They are also made aware of their responsibilities to young people, their information sharing and reporting obligations, and their recordkeeping obligations.

GVL ensures that staff and volunteers are provided with appropriate training and development opportunities as well as ongoing supervision and management to ensure their conduct is consistent with GVL's child safety and wellbeing policies and procedures.

#### **5. Screening of new staff**

It is GVL policy that all applicants for positions undergo prior screening. GVL will sight, verify and record the following information about a person it proposes to engage to perform child-connected work:

- registration with the Victorian Institute of Teaching, where applicable
- a current Working with Children Check for non-Guide staff, or confirmation of VIT registration for Guides
- personal identity verification and background checks
- verification of professional and other essential or relevant qualifications
- an examination of the person's history of child-connected work

- reference checking that addresses the person's suitability for the job and for working with children.

## **6. Screening of volunteers**

All volunteers, including parent and carer volunteers, undergo the following screening prior to engagement by GVL:

- personal identity verification and background checks
- verification of professional and other essential or relevant qualifications (where relevant to the volunteer role)
- reference checking that addresses the person's suitability for working with children
- a current Working with Children Check where required by the Volunteer Policy.

Prior to engaging a volunteer to perform child-connected work, GVL will sight, verify and record documentation relating to these matters.

## **7. Monitoring and assessing child-related work suitability**

All new staff and volunteers are supervised regularly to ensure that their behaviour towards young people is appropriate and to monitor their compliance with GVL's child safety and wellbeing framework. Ongoing supervision and people management of all staff and volunteers is provided in a way that focuses on child safety and wellbeing. Annual performance and development reviews are undertaken for all staff and include consideration of the person's understanding of, and performance against, the Child Safety Code of Conduct and GVL's child safety and wellbeing requirements.

## **8. Working with Children Checks**

The Worker Screening Act 2020 (Vic) aims to protect children from harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a government body. The Act aims to prevent those who pose a risk to children from working or volunteering with them.

Subject to exemptions provided under the Act, any worker who engages in child-related work that involves direct contact with a child (a person under 18 years of age) requires a Working with Children Check. 'Direct contact' includes physical contact, face-to-face contact, and contact by post, telephone, email or other electronic communication.

A WWCC applies to any person engaged by GVL as an employee, a Board member, a self-employed person, a volunteer, a third-party contractor with likely direct contact with children, a supervisor of children, a person undertaking practical training through an educational or vocational course, or a member of a committee of management.

As noted in section 2, Guides with current VIT registration are exempt from holding a separate WWCC under section 30 of the Working with Children Act 2005 (Vic). GVL sights and records VIT registration in place of a WWCC for these staff.

## **9. Recruitment and other legislation**

GVL's recruitment practices are subject to State and Commonwealth anti-discrimination legislation and the requirements of the Privacy Act 1988 (Cth) when obtaining, using, disclosing and storing information from applicants and referees.

## **10. Related policies**

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Volunteer Policy
- Visitor Policy

- Data Management Policy
- Supervision and Duty of Care Policy.

## Endorsement

<b>Endorsement by Board</b>	March 2026
<b>Review date</b>	March 2026
<b>Next review date</b>	March 2028